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Short term leave of absence policies for classroom teachers in 129 school districts with enrollments of 25,000 or more are reported for 1965-66 in this national survey. A summary table lists in order of descending frequency the various purposes for which short leaves of absence are given. Representative samples of school district policies and separate discussion are presented for each of the various types of leaves. Included are leaves of absence for personal business, death in the immediate family, illness in the immediate family, jury duty, court summons, visiting other schools, professional organization work, religious holidays, military reserve duty, and comprehensive leave policies. Leave policies are listed in tabular form by State and school district with footnotes describing any unique or irregular features. (TT)

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Circular No. 4, 1966 April 1966

SHORT-TERM LEAVES OF ABSENCE FOR CLASSROOM TEACHERS IN LARGER SCHOOL SYSTEMS

A great majority of the nation's larger school systems recognize the need for providing short-term leaves of absence so that a classroom teacher will not lose pay when an emergency or other compelling circumstance not involving personal illness requires him to take time off from his job for a brief period of time.

Described in this Circular are the practices of 129 school systems with enrollments of 25,000 or more, with regard to 10 major purposes for which short leaves of absence may be given. Also cited are several other types of short leave which were reported by only a few of the systems. These data were taken from a questionnaire (see page 31) recently circulated by the Educational Research Service. The survey covered, in addition to short leaves of absence, details about extended leaves of absence, sick leave, maternity leave, and sabbatical leave. With the exception of sick leave, all of these leaves have now been reported in ERS Circulars (see box on page 30).

The 129 school systems represent 86 percent of the 150 systems to which questionnaires were sent. The school systems were asked to report policies effective in 1965-66, and to enclose copies of formal policies, if possible. The summary table on page 2 of this Circular shows the number of systems with provisions for each of the 10 different types of short leaves of absence. In this table, the data have been arranged by enrollment strata, as follows:

Stratum 1 (100,000 or more) .... 23 replies
Stratum 2 (50,000 to 99,999) ... 38 replies
Stratum 3 (25,000 to 49,999) ... 68 replies

The summary table lists in descending order of frequency the various purposes for which short leaves of absence are given. Leave for death in the immediate family is the most frequent type of short leave; it is granted in all of the 129 systems. Attendance at professional meetings is recognized as an important reason for a short-term leave and is provided in 86 percent of the systems. Other leaves granted by more than 70 percent of the reporting systems include leave for illness in the immediate family, jury duty, and answering a court summons.

The questionnaire also asked respondents to list any other types of short leave of absence provided in their policies. The most frequently mentioned leave was a one-day allowance for paternity. Also listed by some systems were leave to attend a wedding in the immediate family, to

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take college or graduate school examinations or to receive a degree, and to attend the graduation ceremonies of a family member. Some systems also grant short-term leave of absence for taking care of such matters as the purchase of real estate, the settlement of an estate, or adoption proceedings.

The questionnaire allowed space for respondents to list the number of days given with full pay and the number given at part pay, for each type of leave. In the majority of cases, when a system gives leave for a specific purpose, the leave is with full pay. However, some systems give only part pay in certain circumstances. In general, part pay is either one-half the per-diem salary or the per-diem salary less the cost of a substitute. One system, however, calculates part-time pay in this manner: from the per-diem salary of the teacher in question is deducted the per-diem salary of a teacher at the bachelor's degree minimum on the salary schedule. The balance is the part-time pay for the individual teacher.

The various types of short leaves of absence are discussed separately in the following sections. Also in these sections will be found sample policies for each specific type of leave. The samples have been selected, not as recommended "models," but to show the variety of short leave arrangements found in local policies.

A system-by-system report of the short-term leave provisions in the 129 school systems covered by this Circular begins on page 12. Special note should be made of the arrangements of the footnotes to this table. In order that all of the information regarding each particular

SUMMARY: SHORT-TERM LEAVES OF ABSENCE FOR CLASSROOM TEACHERS IN 129 SCHOOL SYSTEMS

Reason for leave	Number and percent of systems granting leave			
	Stratum 1 (23 systems)	Stratum 2 (38 systems)	Stratum 3 (68 systems)	Total (129 systems)
Death in the immediate family	23 (100.0%)	38 (100.0%)	68 (100.0%)	129 (100.0%)
Attendance at professional meetings	19 (82.6%)	35 (92.1%)	57 (83.8%)	111 (86.0%)
Illness in the immediate family	20 (87.0%)	34 (89.5%)	53 (77.9%)	107 (82.9%)
Answering a court summons	21 (91.3%)	28 (73.7%)	58 (85.3%)	107 (82.9%)
Jury duty	18 (78.3%)	23 (60.5%)	52 (76.5%)	93 (72.1%)
Professional organization work	14 (60.9%)	26 (68.4%)	47 (69.1%)	87 (67.4%)
Visiting other schools	16 (69.6%)	23 (60.5%)	45 (66.2%)	84 (65.1%)
Military reserve duty	19 (82.6%)	23 (60.5%)	40 (58.8%)	82 (63.6%)
Religious holidays	13 (56.5%)	23 (60.5%)	39 (57.4%)	75 (58.1%)
Personal business	15 (65.2%)	15 (39.5%)	18 (26.5%)	48 (37.2%)

type of leave may be grouped together, the same footnote has been assigned throughout the column. For example, all footnotes in Column 2 (which reports leave for "personal business") are a/. Thus, it will not be necessary for one who is studying policies regarding leave for personal business to search through the several pages of footnotes to locate the information supplementing that shown in Column 2.

Personal business. Of the 129 school systems replying to the questionnaire, 48 indicated that leave for personal business is allowed. In eight of these systems, personal business leave is with part pay; in the remaining 40 systems, it is with full pay. In 18 systems, personal business leave is taken from the sick leave allowance; 17 systems reported a "personal leave" policy which includes such items as personal business, religious holidays, and court appearance.

The number of days allowed per year in various systems for personal business leave ranges from one to three. Four systems allow one day of leave, 16 allow two days, and 11 allow three days. Two systems grant five days of leave at part pay, one system grants three to five days at part pay, and one system grants one day of personal business leave at full pay and four days at part pay. Three systems indicated that there was no limit to the number of days from the ANNUAL sick leave allowance which could be used for personal business. The remaining systems indicated that personal business leave was allowed, but listed no specific number of days.

Shown below are examples of personal business leave policies which represent the major types of policies in use:

- There may be granted not more than two days' leave of absence, without loss of pay, to any one school employee in any one school year, in case of extreme emergency in personal business that cannot be taken care of except when school is in session. The leave may be granted by the principal, subject to the approval of the superintendent, and shall not be accumulative or count against the sick leave benefits.

- Absence for personal reasons shall be allowed to the extent of three days per year up to ten years of service, and five days per year for ten years or more, with the loss of prevailing substitute's pay, with the provision that during the first two weeks and the last two weeks of each semester and on the day prior to or immediately following holidays this privilege shall not be allowed unless recommended by the principal and approved by the director of schools. Absent days granted for personal reasons are not cumulative.

- Up to one day of leave shall be allowed without loss of pay when a teacher must be absent for urgent personal business which cannot be scheduled during nonworking hours. The use of this day will be deducted from the teacher's sick leave. The following types of personal business demands are covered: home purchase settlement, estate settlement, legal appointments, income tax or business with a government agency when summoned or when vital to the individual's welfare.

  Requests for such leave shall be made in advance to the appropriate official (principal or immediate superior.) In each case of personal leave absence, the employee will provide the principal or immediate superior with a written statement giving the reason for such absence. This explanation, together with an endorsement by the appropriate official will be forwarded with the monthly payroll reports. If there is a question about the application of this section, the director of personnel may be contacted for clarification.

- Employees whose assigned responsibility is of a twelve-month duration are eligible for annual leave but not personal leave. Other personnel may be granted two days of personal leave for activities impossible to schedule on nonduty days. Requests for personal leave shall be made in advance, recommended by the appropriate official, and approved by the superintendent. Such leave shall be deducted from accumulated sick leave. Personal leave is not cumulative from year to year.

Death in the immediate family. Bereavement leave is granted by all of the 129 systems which responded to the questionnaire. In 47 systems, such leave is taken from sick leave. Six systems include bereavement as a cause for which personal leave may be taken, and three systems listed an "emergency leave" covering bereavement as well as other emergencies.

In most cases, three, four, or five days of leave are given for bereavement. Three days of leave are given in 48 systems, four days in 12 systems, and five in 37 systems. In 12 systems, the total ANNUAL allowance of sick leave may be taken for bereavement, and three systems allow employees to take the total number of ACCUMULATED sick leave days for this purpose. A number of systems did not list a specific number of days given for death in the immediate family, but merely indicated that such a leave of absence is allowed.

Many of the leave policies submitted with the questionnaires indicate that a smaller number of days of leave may be granted for death of a relative outside of the immediate family of the employee. In some cases, leave of one or two days is given with full pay; in others, the leave is with part pay. Several systems indicated that in addition to the allotment of leave for death in the family, extra "travel" days may be allowed if the employee must travel a considerable distance to attend the funeral. For example, two extra days may be allowed if the bereaved must travel more than 300 miles.

Following are some bereavement leave policies:

- In the case of death in the immediate family, the teacher is entitled to be absent without loss of compensation for a period extending not more than five calendar days beyond such death. If, in a particular case, there is a need for more time, the teacher may make a written request to the superintendent and the superintendent may grant, if in his judgment it is justified, additional time up to a maximum of five school days. "Immediate family" is interpreted as including father, mother, brother, sister, husband, wife, child, father-in-law, mother-in-law, son-in-law, and daughter-in-law. Any other relative who at the time of death was living as a member of the teacher's household will be considered as a member of the immediate family.

  In the case of the death of a grandchild, grandparent, uncle, aunt, first cousin, niece, nephew, brother-in-law or sister-in-law not living in the household of the teacher, the teacher is entitled to be absent one day without loss of compensation.

- Absence up to four working days because of death in the immediate family is allowed without loss of pay. The deceased must have been a blood relative or other person who by marriage, adoption, or otherwise was in sufficiently close relationship to the employee to be considered a member of the immediate family. If the deceased was not a member of the immediate family, an appropriate shorter period of absence may be approved by the superintendent if the relationship is sufficiently close to justify such absence.

  If an employee, absent due to death in the immediate family, has insufficient sick leave to his credit to cover all of his authorized absence, any deficiency shall be made up by earned sick leave before any other use is made thereof.

  As applied to absence because of death in the immediate family, "immediate family" is interpreted to include the employee's spouse, child, sibling, parent or spouse's parent, or any blood relative living in the same household as the employee. In case of death of relatives not specifically mentioned above and not living in the same household, or of any other person not included above, the regular leave of absence request shall be submitted to the superintendent's office for consideration. Any such leave requested for more than a single day must be justified in terms of the closeness of the relationship to the deceased and/or the time required for travel.

Illness in the immediate family. Leave for serious family illness is granted in 107 of the 129 systems responding to the questionnaire. In 59 systems, this leave is taken from the annual sick leave; in seven systems it comes from personal leave; and in four systems, emergency leave is granted. A number of systems restrict this type of leave to cases of truly serious or critical illness; sometimes a doctor's certificate is required. However, this restriction is not true in all of the systems responding.

The entire YEAR'S allotment of sick leave may be used for family illness in 23 systems; three systems allow the use of ACCUMULATED sick leave for this purpose. In some of the systems, a specific number of days are allowed for absence due to family illness. From one to six days of leave for this purpose are allowed in 48 of the systems; one system allows 10 days, with the restriction that the absence must be due to quarantine in the home. Several systems allow a specific number of days for illness and death--usually a total of 10 days. Leave with part pay is granted for family illness in 11 systems; generally five days or more is allowed. Two systems have a policy of allowing three days with full pay, and an additional five days with part pay, for this purpose. Seventeen systems indicated that leave due to family illness is granted, but did not give a specific number of days.

The variety of practices with regard to leave for illness in the immediate family may be seen in the sample policies shown below:

- There may be granted not more than two days' leave of absence, without loss of pay, to any one school employee in any one school year, in the case of serious illness in the immediate family. The leave may be granted by the principal, subject to the approval of the superintendent, and shall not be accumulative or count against the sick leave benefits.

- Employees may be absent without loss of pay for serious illness in the immediate family if the absence does not exceed one day. The purpose of such absence is to permit the individual to make proper arrangements for the emergency. This provision for emergency absence pertains only to serious illness in the immediate family; no absence for other personal reasons is considered.

- Leave may be granted for illness in the immediate family and shall be charged against accumulated sick leave. The total number of days allowed per year shall not exceed the total number of days of sick leave to be accrued that year.

- For absence due to critical illness in the family, a total of three days is authorized in any one year, and is not accumulative. This provision shall not affect the accumulative personal sick leave of the individual.

  Certification that the illness is critical and its nature must be attested to by a physician on a form provided by the district. "Critical illness" shall be construed as one in which the patient's life is in danger and there is a possibility of death.

  "Family" includes: father, mother, sister, brother, daughter, son, wife, husband, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law. Any extension of this ruling regarding relationship must be requested of the assistant superintendent of personnel in advance of the absence, and in writing.

Jury duty. Leave to serve on a jury is granted by 93 of the reporting systems; 14 systems specifically indicated that teachers are exempt by law from this service. It is probable that in many of the 22 systems which either did not answer this item on the questionnaire or indicated that no jury duty leave was given,

teachers are also exempt. However, as can be seen from the sample policies shown below, in some systems where teachers are not compelled to accept jury duty, special arrangements may be made to allow them to serve.

Because of the nature of jury duty, most systems do not stipulate a specific number of days of jury duty leave. Seven systems did list a specific number of days, however, and this number ranges from two days to 10 days.

Pay for jury duty leave in most cases is arranged to take account of the fact that jurors also receive per-diem pay when on duty. In many systems, jury pay must be turned in to the school district, and the teacher receives full pay; in a number of other systems, the amount of jury duty pay received is deducted from the teacher's salary.

Policies on jury duty leave from three systems follow:

- Upon approval of the superintendent, an employee who is called and serves on a jury may be granted leave for that period of time he is unable to report to work. Application for leave must be made in advance. The employee shall transmit any monies received from such assignment other than those used for personal expenses (e.g., travel) to the board of education.

- By state law, jury duty is not required of teachers. The board of education has given permission for limited jury duty by teachers up to a maximum of 360 days for the school system in any one year. Differential pay for such jury service will be allowed. (The amount earned for jury service is to be deducted by the board of education).

  The administration will approve only one teacher to be absent from a single school at any one time for jury duty. There can be no more than five teachers absent from the entire school system at any one time for jury duty. A teacher should secure the consent of the principal to be absent from school before permission is to be granted for jury duty. It is the responsibility of the teacher to determine whether or not the teaching situation at the time permits him to be absent from the classroom if he so desires.

- State statutes provide that public school teachers shall not be compelled to serve as jurors. There may be some occasions, however, when both the teacher and the school district would agree that service for a period of not to exceed one or two weeks would be beneficial to both. Accordingly, the school board and the county superior court have agreed to the following procedure: Upon receipt of a jury summons to the county superior court, the teacher will contact the personnel division and obtain a written request for excuse from duty; or, when mutually agreeable, the teacher will consent to serve for a one- or a two-week period, without salary deduction but with jury fee refunded to the district.

Court summons. Of the 129 school systems which responded to the questionnaire, 107 indicated that a short leave of absence to answer a court summons is allowed. In general, leave with full pay is given with either deduction of court witness fees from the teacher's salary, or full salary is given with the witness fees made over to the school district. In many cases, court appearance leaves are restricted by regulations pertaining to the nature of the summons; a study of footnote e/ to the system-by-system table reveals the wide variety of circumstances recognized in the individual policies. In general, the restrictions deal with the employee's role in the court case. Some systems refuse leave with pay if he is the defendant; some, if he is either plaintiff or defendant; and some, if he is a litigant or a voluntary witness. A few systems grant leave with pay for court appearance only if the teacher represents the school

board or appears in a case in some way connected with the schools.

The largest proportion of the systems which give leave for court appearance did not indicate the number of days allowed for such purpose, merely indicating that leave is allowed. However, 23 systems did list a specific number of days' leave given, with pay, for court appearance, as follows: one system allows one-half day; four systems, one day; seven, two days; eight, three days; and three, five days.

As was mentioned in the section of this Circular on personal business leave, leave to answer a court summons is often included in a broad "personal leave" category. Ten systems indicated that leave for court appearance comes from a personal leave allotment; eight systems deduct it from sick leave; and two systems place court leave under their emergency leave provisions.

Three sample policies pertaining to leaves of absence to answer a court summons follow:

- If subpoenaed by a court, and if a copy of the subpoena is filed with the business office, a teacher shall be granted the necessary time off without loss of pay if the teacher is not a plaintiff in the suit; with loss of substitute's pay if the teacher is a plaintiff in the suit.

- When a regular employee is absent because of a mandatory court appearance except as a litigant, the employee shall suffer no monetary loss by reason of this service. Absence of an employee for a legal action in which he is a litigant shall be classified as personal business. Fees, exclusive of mileage, paid by the court or party requiring an employee's appearance shall be paid to the school district unless the fees are greater than the employee's salary, in which case the employee may retain the fees and be listed as absent due to personal business. A copy of the subpoena or a certificate of the clerk of the court must be filed with the absence report.

- Certificated employees who are required to appear in court in cases involving the school district will suffer no loss of compensation. Certificated employees will not be compensated during absence of more than one hour, as a witness in actions in which the school district is not involved, unless subpoenaed by the court.

Visiting other schools. Leave of absence for a teacher to visit another school is granted by 84 of the 129 school systems covered by this Circular. In several cases, the qualification is added that no substitute may be hired by the school district to take the place of a teacher absent for this purpose. One-half day of leave per year is allowed for visiting other schools by two systems; one day is allowed by 17 systems; two days are allowed by seven systems; and two systems grant three days of leave.

Following are two policies with regard to short leaves of absence to visit other schools:

- Principals may arrange for individual teachers to visit in other schools in the system or outside the local school system. Such visitation should be restricted to one day a year. No loss of salary will be incurred if such a visitation is approved by the superintendent. A teacher wishing to be excused for visiting day should submit her request in duplicate on the prescribed excuse blank to the principal who in turn will forward the request to the superintendent. It is recommended that entire school faculties not engage in a visiting day. Individual reports on visiting days should be submitted to the principal.

- Absence for professional visitation is intended primarily for certificated personnel. Requests for approval of leaves for such purposes should reach the office of the superintendent at least one week in advance of the anticipated absence. School visitation should be an end in itself. It should not be arranged in order to facilitate attendance at meetings or activities for which leave would not be otherwise available. Generally speaking, substitutes will not be furnished for such absences. A leave of absence request shall be required in each case.

Before submitting a leave of absence request to visit schools, the teacher shall obtain the approval of the superintendent or principal of the school to be visited. The name of the official confirming such arrangements and the date of such confirmation should be noted on the leave of absence request, together with a general statement of the purpose of the visitation. The principal's signature on a request for a leave of absence shall be presumed to indicate his knowledge and approval of the arrangements for the proposed visit.

Since school visitation is a means of inservice training, such visitation should involve at least a full half-day of actual time spent in the building or school visited. The teacher should file a brief written report of such visit with his building principal within one week thereafter.

Professional organization work. Eighty-seven systems answering the questionnaire indicated that leave for professional organization work is granted to employees. In 83 of these, the policy sets no specific number of days. One of the remaining systems grants three to ten days, another grants three to five days, and the remaining two grant seven and ten days, respectively.

In most cases, leave for this purpose is granted on an individual basis, and must be approved by the superintendent or other administrative official. For this reason, few written policies with regard to leave for professional organization work were available. One example follows:

- Any employee who holds office in a recognized state or national organization devoted primarily to the improvement of public education may be authorized to be absent without loss of pay in order to perform the necessary duties of his office, provided no other expense to the district shall be involved, as follows: (a) a maximum of ten days if he holds the office of president; (b) a maximum of five days if he holds the office of vice president, secretary, or treasurer, or is a member of the board of directors.

Attendance at professional meetings. Short leaves of absence to attend professional meetings is another type of leave that is handled on an individual basis in most school systems. Of the 111 systems which indicated that leave of this type was allowed, 96 did not list a specific number of days. One of the remaining systems grants one day of leave, four grant two days, three grant three days, two listed four days, five listed five days, and one system indicated that 10 days of leave could be taken for this purpose.

It is possible that, in answer to this question, a number of respondents included days off for teachers' meetings, institutes, etc., for which schools are closed. Properly speaking these days should not be considered leave.

Three leave policies which pertain specifically to leaves of absence for professional meetings held while school is in session follow:

- Absence, with or without pay, may be authorized by the superintendent to permit employees to attend local, district, state, national, or international meetings or conferences of a professional nature. Authorization for such absence shall be obtained by a written request to the superintendent.

  Employees sent to such meetings or conferences on business of the board of education shall be considered assigned to duty with full payment of salary. Employees elected to represent their association or chosen to serve on programs or in any official capacity at association meetings, conferences, or conventions, upon authorization by the superintendent, may be absent without loss of pay.

- Without loss of pay, a teacher, upon approval of the director of schools, shall be allowed five days' absence in any school year to attend educational meetings. The director of schools must approve all such meetings and the teacher receiving leave must be an elected delegate, an official of the organization meeting, or a committee member with responsi-

bilities at said meeting. Notification of such absence shall be filed with the director by the principal not less than five days prior to such meeting.

- Teachers may be absent to attend professional meetings when proper arrangements have been made with the principal and approval has been granted by the superintendent. A teacher wishing to be excused should submit her request in duplicate on the prescribed excuse blank to the principal who in turn will forward the request to the superintendent. All requests shall be initiated at least seven days before the date of requested absence.

Religious holidays. Leave for religious holidays not observed in the school calendar is granted in 75 of the 129 school systems answering the questionnaire. Although the number of days allowed ranges from one-fourth day per occasion to 10 days per year (the total annual sick leave allowance), in most cases the allowance is two or three days. Twenty-three systems reported leave at full pay for religious holidays, but did not indicate the number of days; two systems listed this leave at part pay, but did not report the number of days.

Leave for religious holidays is taken from sick leave in 24 systems, from personal leave in nine systems, and from emergency leave in two systems.

Shown below are three examples of policies regarding leaves of absence for religious holidays:

- Teachers may be excused for no more than three days per year, if such days in the teacher's religion require him to be absent from his duties. Deduction in salary for such days will be one-half substitute's per-diem pay.

- Members of religious faiths will be granted leave from duties without loss of compensation on their major religious holidays sufficient to attend services in their place of worship. Such absences will be limited to a total of two full days in any school year.

- Regular employees may be absent without loss of salary for the observance of required religious holidays for a period not to exceed two days in any fiscal year.

Military reserve duty. Out of the 129 systems returning the questionnaire, 82 indicated that leave is granted for absence due to military reserve duty. Thirty-six systems did not list the specific number of days allowed for such leave. The remaining systems listed from 10 days to 31 days of leave for this purpose. Eleven systems grant 10 days of leave, 15 systems allow 15 days, and eight systems allow 30 days.

Three sample policies with regard to military reserve duty are given below:

- The school board does not approve of military leave during the school year because its members feel that the instructional program suffers when the teacher is away from the classroom. Individuals who cannot take their military leave at any other time except during the school year may apply to the board for special consideration. This application in the form of a letter of explanation must be received by the board sixty days in advance of the beginning day of leave.

  Military leave up to two weeks may be granted to a teacher during the year only under the following conditions: (a) If a teacher has certification problems and cannot receive training during the summer due to the need to go to summer school. (b) If the military certifies that this is a special training needed to maintain status and is not available during summer vacation.

- An employee who is a member of the National Guard or of the U. S. Armed Forces Reserves and who is required by the laws of the United States or of the state to report for a training period shall be eligible for a grant of military leave for training purposes not to exceed fifteen calendar days per school year.

  Application for military leave for training purposes shall be made in advance, immediately upon receipt by the employee of official no-

tice to report from the appropriate military authorities. A copy of the official orders must accompany the application for leave, which must be approved by the appropriate official and the superintendent. When possible, military leave for employees with less than twelve months of responsibility shall be arranged during nonduty periods. The superintendent may request a change in military orders when it seems to be in the best interest of the school system.

- Any employee of the board of education who is a member of the organized militia, or who is a member of another reserve component of the armed forces of the United States, is entitled to be absent from duty without loss of pay for such time as he is in the military service on field training or active duty for periods not to exceed thirty-one days in any one calendar year.

Other types of leave. As was mentioned in the introductory text, several of the responding systems listed other types of leave for which teachers receive paid time. Several of the written policies pertaining to these leaves are quoted below. Other reasons for which leave is sometimes given may be found in the following section which deals with "comprehensive" leave policies.

Shown below are examples of leave policies dealing with quarantine in the home, paternity, and travel difficulties:

- No deduction from pay will be made when a teacher is absent because of quarantine restrictions when the teacher is not ill personally, except that if such quarantine is not in the line of duty, the cost of a substitute shall be deducted from the teacher's compensation.

- A leave of one day will be allowed the husband to be with his wife on the day of the birth of a child, which leave will be deducted from the employee's sick leave benefits. Written request for approval of said leave of absence must be made immediately upon return to the assignment.

- In event of an absence resulting from travel difficulties between an employee's local place of residence and his place of employment, the superintendent may waive the salary deduction if travel difficulties arise from floods, storms, or other conditions beyond the control of the employee and if, in the judgment of the superintendent, the employee has made every reasonable effort to get to his place of employment.

"Comprehensive" leave policies. As was mentioned above, a number of the responding systems have leave policies designated as "emergency" or "personal" leave, which cover many of the various types of leave discussed in this Circular, as well as some other types. In a policy such as this, the employee receives an allotment of days per year, which can be used as need arises, for the reasons covered in the policy. Several of these "comprehensive" policies are given below:

- A maximum of two days may be used for special personal business as listed below and charged to allowable current days:

  Employee's marriage or marriage of member of his immediate family
  Absence due to court litigation
  College or university professional examinations
  Graduation or conferring of degree to an employee
  Religious holidays

  A maximum of one of these two days (other than the day before and the day after school holidays) may be used for other personal business that could not be taken care of outside of normal school hours.

  An employee shall notify his principal or department head and send a written request to the department of personnel at least ten days in advance of a contemplated absence stating the reason for absence.

  In the event of an emergency the employee shall immediately inform his principal or department head and the department of personnel. After the termination of absence the employee shall furnish a written request to the department of personnel setting forth the circumstances causing the absence.

- Under certain conditions and for a good and urgent reason, an employee may be absent from duty for reasons other than personal illness

or death of a relative. In such cases, the employee may be excused for three days per year, with the absence charged to earned sick leave and no pay deduction will be made. In all cases, the emergency absence form must be executed and the exact dates and reason for the absence given.

Examples of cases where emergency leave may be taken are: (1) illness or accidents involving relatives or close friends; (2) dental or medical appointments that cannot be set during off-duty hours; (3) appointment with a lawyer or with the courts that cannot be set during off-duty hours; (4) household moving or business pertaining thereto, that cannot be transacted during off-duty hours; (5) attendance at a funeral; (6) required attendance at religious service not provided for in the school calendar; (7) wedding of a son or daughter; (8) inability to report for duty due to inclement weather, transportation accident, or emergency plumbing, utility, or roofing problems in the home; (9) required presence for enrollment of son or daughter in college or university outside the city; (10) failure of baby sitter to report for work in the home; (11) notice to appear for physical examination for military service; (12) physical checkup in another city following an operation or illness; (13) attendance at graduation exercises of self, husband, wife, son, or daughter; (14) attendance of civic club members at club conventions.

- Emergency leave is granted for not more than two days per year, is not accumulative, and is not to be taken from sick leave. Situations in which emergency leave may be granted are as follows: (a) The problem must have been suddenly precipitated, must be of such a nature that preplanning is not possible, or where preplanning could not relieve the necessity for the teacher's absence. (b) The problem cannot be one of minor importance or of mere convenience, but must be serious.

  Applications for consideration for emergency leave should be by forms available in the school offices, addressed to the welfare committee, personnel division. Members of the corps will assist in making speedy consideration of their requests possible by giving sufficient information to enable the committee to judge whether the request can be considered an emergency. In order to be eligible for consideration, the written application to the welfare committee must be made within 30 days of the date of the absence.

- Temporary duty may be granted to any regular member of the instructional or professional administrative staff who may be temporarily absent from his regular duties and place of employment for the purpose of performing other educational services, including participation in school surveys, professional meetings, study courses, workshops, etc. Employees will receive their regular pay, and may be allowed expenses as provided by law and regulations of the state and county boards. Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such assigned temporary duties shall not be considered to be on leave. Employees may not be assigned temporary duty for the purpose of earning college credits, improving rank, or renewing certificates.

  In approving applications for temporary duty, the principal and superintendent shall base their recommendations on the following conditions:

  a. Temporary duty assignment to attend subarea conferences and conventions and PTA regional and state conferences and conventions will be approved on the following pattern: (1) one person per building in addition to officers, delegates, or persons with parts on the program or other official functions; (2) substitutes will be approved up to a maximum of ten for the school system plus substitutes for officers, delegates, or persons with parts on the program or other official functions.

  b. Permission may be granted by the superintendent to personnel serving as officers or official delegates of recognized civic groups to attend one convention or conference per year of that group without loss of pay, provided that no expenses for such attendance are to be paid by the board of education. This privilege shall be limited to one person per club or organization, except that the president-elect of a civic club may be approved in addition to one person per club or organization. One temporary duty assignment per fiscal year shall be the limit for any one person under this policy.

  c. Temporary duty assignment without loss of compensation may be granted while school is in session to any member of the instructional or administrative staff who finds it necessary to attend professional meetings, conferences, or conventions or who may be assigned by the superintendent to be absent for professional reasons. Officers, delegates, or persons on the program of educational sororities or fraternities may be given temporary duty assignment by the superintendent to attend state meetings.

SHORT LEAVES OF ABSENCE--WITH PAY--FOR CLASSROOM TEACHERS, 129 SCHOOL SYSTEMS WITH 25,000 OR MORE ENROLLMENT, 1965-66

NOTE: The number of days leave shown for the various purposes is the annual allotment.

KEY: S = days allowed are deducted from sick leave
P = days allowed are deducted from "personal leave"
E = days allowed are deducted from "emergency leave"

School system and October 1964 enrollment	Personal business a/	Death in immediate family b/	Illness in immediate family c/	Jury duty d/	Court summons e/	Visiting other schools f/	Professional organization work g/	Attendance at professional meetings h/	Religious holidays i/	Military reserve duty j/	Other k/
1	2	3	4	5	6	7	8	9	10	11	12
ALABAMA											
Birmingham, city schools (71,475)	None	Yes(S)	Yes(S)	None	e/	...	Yes	Yes	Yes	Yes i/	...
Jefferson County, Birmingham (63,201)	None	5 days per case	Yes(S)	None	None	Yes f/	Yes g/	Yes h/	None	None	...
Mobile County, Mobile (78,526)	Yes a/	Yes(S)	Yes(S)	d/	...	None	g/	...	Yes i/	21 consecutive days	...
Montgomery County, Montgomery (39,952)	None	Yes(S)	Yes(S)	Exempt	As needed	Yes	Yes	Yes	No	No	...
ARIZONA											
Phoenix Union High School District, Phoenix (26,918)	None	5 days(S)	...	As needed	As needed	1 day	None	Yes	None	Yes	...
Tucson (47,656)	None	3 days(S) b/	10 days(S)	d/	As needed	Yes	Yes	Yes	2 days i/	15 calendar days	...
CALIFORNIA											
Anaheim Union High School District, Anaheim (26,267)	None	3 days	1 day	As needed	3 days	None	Yes	Yes	None	Yes	...
Glendale (23,998)	None	3 days	None	d/	1 day e/	...	...	...	Yes i/	Yes	...
Hayward (29,324)	None	3 days b/	3 days	d/	e/	None	None	None	2 days i/	10 days	k/
Long Beach (74,224)	...	3 days	None	As needed	e/	...	...	...	...	Yes	...
Los Angeles (607,110)	None	3 days	None	As needed	As needed	None	None	...	None	20 days	...
Mt. Diablo School District, Concord (40,320)	None	6 days b/	6 days c/	As needed	As needed	Yes	Yes	Yes	2 days	Yes	k/

1	2	3	4	5	6	7	8	9	10	11	12
Oakland (64,389)	1 day(P) [a]	3 days	1 day	[d]	[e]	None	7 days	As needed	2 days	Yes	...
Pasadena (31,543)	...	3 days	...	[d]	[e]	As needed	Yes	Yes	...	15 days	...
Richmond (30,870)	None [a]	3 days	2 days [c]	None	[e]	None	None	None	Yes	30 days [i]	...
Riverside (25,040)	None	3 days(P) [b]	...	Exempt	[e]	...	...	...	2 days(P)	10 days(P)	...
Sacramento (49,867)	...	3 days per case	3 days	[d]	3 days	...	3-10 days	Yes	3 days, part pay	30 days	[k]
San Bernardino (37,112)	...	3 days	3 days	Exempt	[e]	Yes	Yes	Yes	...	Yes	...
San Diego (117,102)	None	3 days	[c]	Exempt	[e]	None	Yes	3-4 days	None	Yes [i]	[k]
San Francisco (91,557)	None	3 days	None	Exempt	[e]	None	None	Yes	2 days	30 days	...
San Jose (29,538)	5 days(P), part pay	5 days	5 days(P), part pay	As needed	As needed	Yes	...	Yes	3 days	Yes	...
San Juan School District, Carmichael (49,100)	None	3-5 days [b]	None	None	[e]	None	None	None	3 days	30 days	...
Stockton (30,772)	None	3 days	None	Exempt	[e]	Yes	Yes	Yes	None	Yes	...
Torrance (32,066)	...	3 days	...	Exempt	[e]	Yes	Yes	Yes	...	30 days	...
COLORADO											
Denver (96,521)	1 day, full pay; 4 days, part pay(P)	Yes(S)	Yes(S)	[d]	[e]	Yes	Yes	Yes	1 day, full pay; 4 days, part pay (P)	Yes [i]	[k]
Pueblo (25,964)	...	10 days(S)	10 days(S)	As needed	As needed	...	As needed	As needed	None	Yes [i]	[k]
CONNECTICUT											
Hartford (25,694)	Yes(S)	5 days(S)	5 days(S)	[d]	[e]	1 day	Yes	Yes	3 days(S)	Yes	...
DISTRICT OF COLUMBIA											
Washington (140,300)	10 days(S)	10 days(S)	10 days(S)	[d]	[e]	2 days	Yes	Yes	Yes(S)	15 days	[k]
FLORIDA											
Brevard County, Titusville (45,451)	None	10 days(S)	10 days(S)	Exempt	[e]	1 day [f]	Yes [g]	Yes [h]	2 days(S)	None	...

SHORT LEAVES OF ABSENCE--WITH PAY--FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Personal business a/	Death in immediate family b/	Illness in immediate family c/	Jury duty d/	Court summons e/	Visiting other schools f/	Professional organization work g/	Attendance at professional meetings h/	Religious holidays i/	Military reserve duty j/	Other k/
1	2	3	4	5	6	7	8	9	10	11	12
FLORIDA (Continued)											
Broward County, Fort Lauderdale (81,230)	None	10 days (S)	10 days (S)	As needed	As needed	Yes	Yes	Yes	2 days (S)	15 days	...
Dade County, Miami (197,524)	None	10 days (S)	10 days (S)	d/	e/	Yes f/	Yes g/	Yes h/	2 days (S)	17 days	...
Duval County, Jacksonville (116,848)	Yes	10 days (S)	Yes (S)	As needed	As needed	None	Yes	Yes	2 days (S)	17 days	...
Escambia County, Pensacola (45,076)	2 days (S)	Yes (S)	10 days (S)	d/	Yes	None	None	Yes	2 days (S)	Yes	k/
Palm Beach County, West Palm Beach (53,033)	None	10 days (S)	10 days (S)	As needed	As needed	No limit	No limit	No limit	2 days (S)	Yes	...
Pinellas County, Clearwater (66,886)	2 days (S)	10 days (S)	10 days (S)	d/	e/	Yes	g/	h/	2 days (S)	10 days	k/
Polk County, Bartow (47,171)	Yes	Yes	Yes	As needed	As needed	Yes	Yes	Yes	2 days (S)	17 days	...
Volusia County, DeLand (28,771)	None	10 days (S)	10 days (S)	d/	e/	1 day f/	Yes g/	Yes h/	2 days (S)	None	...
GEORGIA											
Atlanta (115,296)	3 days (P)	3 days (P)	3 days (P)	Usually excused	...	...	...	...	...	10 days (P)	...
Bibb County, Macon (35,165)	3 days (S)	3 days	3 days (S)	As needed	As needed	...	Yes	Yes	...	...	...
DeKalb County, Decatur (62,814)	3 days (P)	Yes (S)	Yes (S)	d/	As needed (P)	Yes (P)	Yes (P)	Yes (P)	Yes (P)	Yes (P)	...
Muscogee County, Columbus (44,490)	None	3 days per case	5 days (S)	As needed	As needed	Yes f/	Yes g/	Yes h/	Yes (S)	...	...
Richmond County, Augusta (32,881)	None	3 days	11 days (S)	None	None	None	None	None	Yes i/	None	...

1	2	3	4	5	6	7	8	9	10	11	12
Savannah-Chatham County, Savannah (41,976)	...	5 days (S)	5 days (S)	None	None	Yes	Yes	Yes	Yes	...	...
HAWAII, entire state (157,633)	2 days	3 days[b]	3 days[c]	[d]	[e]	1 day	None	5 days	None	14 days	...
ILLINOIS											
Rockford (29,085)	2 days (S)	12 days (S)	12 days (S)	[d]	[e]	Yes	...	...	...	...	...
INDIANA											
Evansville-Vanderburgh School Corporation, Evansville (32,014)	2 days (P)	5 days	2 days (P)	As needed	As needed	None	Yes	Yes	Yes	None	...
Fort Wayne (35,982)	2 days	5 days per case	3 days	As needed	As needed	Yes	Yes	Yes	None	None	...
Gary (47,914)	2 days	5 days	5 days	As needed	[e]	Yes	Yes	2 days	2 days	...	...
Indianapolis (102,740)	2 days	5 days	None	[d]	As needed	Yes	None	Yes	None	None	...
South Bend (35,627)	2 days	5 days	...	[d]	...	1 day	Yes	Yes	...	...	[k]
IOWA											
Des Moines, Iowa (44,156)	None	5 days per case	3 days	As needed	As needed	Yes	Yes	Yes	Yes	30 calendar days	...
KANSAS											
Kansas City (25,020)	...	5 days (P)	5 days (P)	5 days (P)	5 days (P)	Yes	Yes	Yes	...	...	[k]
Wichita (69,140)	None	10 days (S)	10 days (S)	[d]	None	Yes	Yes	2 days[h]	Yes	Yes	...
KENTUCKY											
Louisville (51,093)	None	5 days (S)	Yes (S)	None	As needed (S)	None	Yes	Yes	None	None	...
LOUISIANA											
Caddo Parish, Shreveport (54,664)	None	10 days[b]	10 days[c]	None	None	None	Yes	Yes	None	None	...
Calcasieu Parish, Lake Charles (29,438)	...	5 days (S) [b]	5 days[c]	As needed	As needed (S)	Yes	Yes	Yes	Yes (S)	...	[k]

SHORT LEAVES OF ABSENCE--WITH PAY--FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Personal business a/	Death in immediate family b/	Illness in immediate family c/	Jury duty d/	Court summons e/	Visiting other schools f/	Professional organization work g/	Attendance at professional meetings h/	Religious holidays i/	Military reserve duty j/	Other k/
1	2	3	4	5	6	7	8	9	10	11	12
LOUISIANA (Continued)											
East Baton Rouge Parish, Baton Rouge (53,750)	None	Yes(E)	Yes(E)	As needed (E)	As needed (S)	Yes	Yes	Yes	None	15 days	...
Orleans Parish, New Orleans (104,207)	Yes(S)	4 days	10 days(S)	As needed	(S) e/	...	...	Yes	Yes(S)	15 days	...
MARYLAND											
Anne Arundel County, Annapolis (54,091)	1 day	4 days	5 days	d/	e/	1 day	None	None	3 days	None	...
Baltimore, city schools (188,551)	2 days(S)	4 days	5 days, part pay	d/	e/	Yes	Yes	Yes	Yes, ½ pay	15 calendar days, ½ pay	...
Baltimore County, Towson (105,687)	1 day(S)	4 days	4 days(S)	...	1 day(P)	Yes	None	Yes	2 days	Yes i/	...
Montgomery County, Rockville (101,962)	3 days	4 days	10 days(S)	As needed	As needed	Yes	Yes	Yes	3 days(P)	15 calendar days	...
Prince George's County, Upper Marlboro (102,503)	3 days(S) a/	4 days	3 days(S) c/	d/	3 days(S) e/	...	...	...	...	...	...
MASSACHUSETTS											
Boston (93,175)	None	5 days	20 days, part pay c/	Exempt	e/	None	None	3 days	3 days	15 days	k/
Springfield (32,803)	None	5 days(E)	Yes(E)	Exempt	As needed (E)	1 day	...	1 day	3 days(E)	17 days	...
Worcester (31,373)	None	4 days(S)	None	As needed	1 day per summons	None	None	Yes	3 days(S)	Yes	...
MICHIGAN											
Detroit (294,727)	None	5 days per case(S) b/	1 day(S) c/	d/	5 days(S)	1 day(P)	Yes	Yes h/	5 days(S)	10 days(P) j/	...
Flint (44,899)	None	5 days b/	5 days c/	d/	½ day e/	Yes	None	Yes h/	1 day	...	k/
Grand Rapids (31,987)	...	5 days(S)	3 days(S)	As needed	...	2 days	Yes	Yes	...	...	...

1	2	3	4	5	6	7	8	9	10	11	12
Lansing (29,228)	...	Yes	Yes	As needed	As needed	Yes	Yes	Yes	1 day	...	...
MINNESOTA											
Minneapolis (71,546)	None	3 days	3 days	...	1 day e/	½ day	...	2 days	None	15 days	k/
St. Paul (46,059)	...	3 days	...	Exempt	e/	...	...	...	...	15 days	k/
MISSISSIPPI											
Jackson (36,021)	None	3 days	Yes, part pay	As needed	As needed	Yes	Yes	Yes	None	None	...
MISSOURI											
Kansas City (74,129)	2 days(S)	Yes(S)	Yes(S)	d/	2 days(S) e/	Yes	Yes	Yes	2 days(S)	Yes	...
St. Louis (110,155)	½ day	1-3 days per case	1-3 days per case	d/	e/	1 day	Yes	Yes	½ day	15 days i/	k/
NEBRASKA											
Lincoln (29,980)	None	3 days	None	As needed	None	Yes f/	Yes g/	Yes h/	None	Yes	k/
Omaha (58,469)	None	4 days	None	d/	None	Yes	Yes	Yes	None	None	...
NEVADA											
Clark County, Las Vegas (54,328)	None	1 day b/	15 days(S)	None	None	Yes	Yes	Yes	None	None	...
NEW JERSEY											
Jersey City (35,130)	None	4 days	...	Exempt	As needed	2 days	Yes	2 days	3 days, part pay	Yes	...
NEW MEXICO											
Albuquerque (70,326)	None	3-5 days b/	3 days(S); 5 days(E), part pay	...	As needed	Yes	Yes	Yes	5 days(E), part pay	None	k/
NEW YORK											
Buffalo (73,321)	...	5 days	5 days(S)	As needed	As needed	Yes	Yes	Yes	3 days	Yes	k/
New York (1,062,470)	None	3 days(P)	None	d/	As needed	3 days(P)	None	None	None	30 days(P)	...
Rochester (45,153)	None	3 days b/	5 days, part pay c/	As needed	2 days e/	Yes	Yes	Yes	2 days, full pay; 3 days, part pay i/	Yes	k/
Syracuse (30,046)	12 days(S)	4 days(P)	4 days(P)	As needed	As needed	Yes	Yes	Yes	As needed	Yes	...

SHORT LEAVES OF ABSENCE--WITH PAY--FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Personal business [a]	Death in immediate family [b]	Illness in immediate family [c]	Jury duty [d]	Court summons [e]	Visiting other schools [f]	Professional organization work [g]	Attendance at professional meetings [h]	Religious holidays [i]	Military reserve duty [j]	Other [k]
1	2	3	4	5	6	7	8	9	10	11	12
NEW YORK (Continued)											
Yonkers (28,146)	2 days(P)	5 days[b]	...	As needed	As needed	Yes	Yes	Yes	2 days(P)	30 days	[k]
NORTH CAROLINA											
Greensboro (28,764)	2 days(P), part pay	5 days(S)	5 days(S)	[d]	Yes[e]	Yes[f]	Yes[g]	Yes[h]	None	None	...
Winston-Salem/Forsyth County, Winston-Salem (46,290)	2 days(P), part pay	2 days(S)	20 days, part pay	5 days	2 days(P), part pay	...	...	3 days	2 days(P), part pay	...	...
OHIO											
Akron (58,235)	...	3 days(S)	5 days(S)	...	...	...	Yes	Yes	...	31 days	[k]
Cincinnati (88,440)	1 day, part pay[a]	3 days(S)	Yes(S)[c]	[d]	As needed [e]	3 days[f]	None	5 days	None	31 days, part pay	...
Cleveland (151,242)	2 days(S)	3 days(S)	Yes(S)[c]	As needed	2 days(P)	None	Yes	Yes	2 days(S)	As needed	...
Columbus (101,569)	3 days(P)	5 days(S)	3 days(S)	As needed	3 days(P)	Yes	Yes	Yes	3 days(S)	Yes	...
Dayton (60,678)	2 days	3 days	3 days(S)	...	...	1 day	Yes	Yes	Yes	...	...
Toledo (54,033)	...	3 days per case	5 days	...	As needed	2 days	Yes	Yes	3 days	As needed	...
Youngstown (28,228)	...	4 days(S)	Yes(S)	Exempt	Yes	2 days	Yes	Yes	...	31 days	...
OKLAHOMA											
Oklahoma City (74,195)	...	5 days	Yes(S)	[d]	As needed	...	...	Yes	...	Yes[l]	...
OREGON											
Portland (79,031)	3 days(S)	3 days(S)	3 days(S)	As needed	As needed	Yes	Yes	Yes	Yes	Yes	...
PENNSYLVANIA											
Philadelphia (277,890)	3 days(P)	5 days	10 days, part pay	As needed	As needed	2 days	None	Yes	Yes, part pay	...	...
Pittsburgh (77,688)	2 days(P)	4 days(P)	2 days(P)	(P)[d]	(P)[e]	Yes(P)	Yes(P)	Yes(P)	None	15 days(P)	...

1	2	3	4	5	6	7	8	9	10	11	12
RHODE ISLAND											
Providence (27,671)	...	5 days	None	d/	e/	1 day	5 days g/	5 days h/	Yes i/	None	k/
SOUTH CAROLINA											
Columbia (33,154)	3 days (S)	3 days	3 days (S)	d/	3 days (S)	1 day	Yes	Yes	3 days (S)	...	...
TENNESSEE											
Chattanooga, city schools (27,453)	...	Yes (S) b/	Yes (S) c/	d/	e/	...	...	...	...	10 days	...
Hamilton County, Chattanooga (28,000)	None	3 days (S)	10 days (S)	None	None	None	None	None	None	10 days (S)	...
Memphis (111,185)	2 days, part pay a/	3 days, full pay; 3 days, part pay	Yes, part pay	Yes, part pay	Yes	Yes	Yes	Yes	5 days, part pay	Yes, part pay	k/
Metropolitan School System of Nashville and Davidson County, Nashville (88,002)	3-5 days, part pay a/	Yes (S) b/	Yes (S) c/	3-5 days, part pay d/	e/	...	3-5 days g/	5 days	2 days	Yes i/	...
Shelby County, Memphis (44,456)	...	Yes (S) b/	Yes (S) c/	...	...	...	...	...	...	...	...
TEXAS											
Amarillo (32,422)	None	5 days	5 days	As needed	As needed	Yes	Yes	Yes h/	2 days	None	...
Corpus Christi (42,412)	...	5 days (S)	10 days (S)	...	...	...	Yes	Yes	...	...	...
Dallas (142,575)	...	Yes (S)	Yes (S)	...	...	Yes	Yes	Yes	...	...	...
El Paso (56,578)	3 days (S)	5 days	3 days (S)	None	3 days (S)	None	Yes	Yes	3 days (S)	None	k/
Fort Worth (76,885)	...	5 days	15 days, part pay c/	d/	e/	...	...	Yes h/	Yes	...	...
Houston (210,573)	None	3 days	5 days, ½ pay if no substitute is needed	None	As needed	Yes	Yes	Yes	None	None	...
Lubbock (31,766)	...	5 days per case	...	d/	...	...	...	Yes	...	As needed	...

SHORT LEAVES OF ABSENCE--WITH PAY--FOR CLASSROOM TEACHERS (Continued)

School system and October 1964 enrollment	Personal business a/	Death in immediate family b/	Illness in immediate family c/	Jury duty d/	Court summons e/	Visiting other schools f/	Professional organization work g/	Attendance at professional meetings h/	Religious holidays i/	Military reserve duty j/	Other k/
1	2	3	4	5	6	7	8	9	10	11	12
TEXAS (Continued)											
Pasadena (26,612)	...	5 days (S)	10 days (S); 30 days, part pay	As needed	As needed	...	Yes	Yes	...	...	...
UTAH											
Granite School District, Salt Lake City (53,216)	...	Yes (S)	Yes (S)	2 days	2 days	...	...	4 days	...	...	k/
Salt Lake City (39,562)	2 days (P)	10 days (S)	10 days (S)	2 days (P)	2 days (P)	Yes	Yes	Yes	2 days (P)	...	...
VIRGINIA											
Arlington County, Arlington (26,802)	3 days (S)	3 days (S)	3 days (S)	d/	3 days (S)	Yes	None	10 days	3 days (S) i/	15 days i/	...
Fairfax County, Fairfax (88,390)	2 days (P)	10 days (P)	10 days (P)	As needed	As needed	1 day	None	As needed	As needed	None	...
Henrico County, Richmond (29,409)	a/	3 days (S)	3 days (S)	d/	e/	Yes	Yes	Yes	Yes	15 days i/	...
Newport News (28,153)	...	3 days (S)	10 days (S)	3 days (P)	3 days (P)	Yes	Yes	Yes	10 days (S)	Yes	...
Norfolk (56,578)	5 days (S), part pay	3 days (S) per case	3 days (S) per case	d/	None	Yes	Yes	Yes	3 days (S)	i/	...
Richmond, city schools (43,633)	3 days (P), part pay	5 days	3 days (S)	As needed	As needed e/	2 days	Yes	Yes	3 days (P)	10 days	...
Virginia Beach (32,945)	3 days, part pay	3 days, full pay; 5 days, part pay	3 days, full pay; 5 days, part pay	As needed	As needed	Yes	Yes	Yes	5 days, part pay	10 days, part pay	...
WASHINGTON											
Highline School District, Seattle (25,925)	None	3 days	Yes c/	d/	e/	None	...	If required to attend	None	10 days	...
Seattle (99,921)	None	3 days	2 days (E)	10 days d/	2 days (E) e/	½ day	None	Yes	None	i/	k/

1	2	3	4	5	6	7	8	9	10	11	12
Spokane (33,808)	None	5 days (E) b/	5 days (E)	d/	5 days e/	Yes	Yes	Yes	...	2 weeks	...
Tacoma (33,862)	None	5 days	5 days	d/	None	None	Yes	Yes	None	15 days	...
WEST VIRGINIA											
Kanawha County, Charleston (59,810)	None	3-5 days b/	None	None	None	None	None	5 days	None	None	...
WISCONSIN											
Milwaukee (120,343)	None	3 days	12½ days (S)	d/	e/	Yes	Yes	Yes	None	2 weeks i/	...
Racine (26,303)	...	5 days per case	5 days	As needed	As needed	1 day	Yes	Yes	...	...	k/

Footnotes:

a/ Leave for personal business (Column 2):

MOBILE, ALA.: Personal business leave is given with full pay, less cost of substitute.

OAKLAND, CALIF.: Personal business leave is ordinarily limited to 1 day of leave at any one time.

RICHMOND, CALIF.: 5 days of leave for personal business are granted without pay.

PRINCE GEORGE'S COUNTY, MD.: Personal leave, for personal business and other reasons, is granted after one year of service. The 3 days allowed for personal leave are deducted from sick leave.

CINCINNATI, OHIO: 1 day of leave for personal business (limited to family events) is granted with full pay less cost of substitute.

MEMPHIS, TENN.: 2 days of leave for personal business are granted with full pay less cost of substitute.

NASHVILLE-DAVIDSON COUNTY, TENN.: 3 to 5 days of leave for personal business are granted, with full pay less cost of substitute.

HENRICO COUNTY, VA.: Special "personal business leave" may be granted at the discretion of the superintendent, for "extremely pressing reasons."

b/ Leave for death in the immediate family (Column 3):

The following two systems grant 3 days of bereavement leave, plus additional travel time when necessary.

TUCSON, ARIZ.
HAYWARD, CALIF.

MT. DIABLO, CALIF.: 3 days of bereavement leave with full pay less cost of substitute, are granted for each such emergency, up to an annual total of 6 days.

RIVERSIDE, CALIF.: 3 days of bereavement leave, with full pay, are granted. Additional days may be granted with full pay less cost of substitute.

In the following two systems, 3 days of leave are granted if the bereaved travels 300 miles or less, one way, to attend the funeral. Two days of additional travel time are allowed if the distance is over 300 miles.

SAN JUAN, CALIF.
KANAWHA COUNTY, W. VA.

HAWAII: The first 2 days of bereavement leave are not charged to sick leave, the third allowable day is.

CADDO PARISH, LA.: 10 days of leave per year are allowed for illness and/or death in the immediate family.

CALCASIEU PARISH, LA.: 5 days of leave per year are allowed for illness and/or death in the immediate family.

Footnotes: (Continued)

b/ (Continued)

DETROIT, MICH.: 5 days of bereavement leave are granted from sick leave. Additional days, up to a maximum of 5, may be granted by a review committee.

FLINT, MICH.: Up to 5 days of leave are allowed for illness and/or death in the family, under the school system's "combined sick and emergency leave" policy.

CLARK COUNTY, NEV.: One day of leave is granted for any bereavement; this may be extended if the death is in the immediate family.

ALBUQUERQUE, N. MEX.: 3 days of bereavement leave are granted, plus 2 more days for travel, if necessary.

ROCHESTER, N.Y.: 3 days of bereavement leave are granted with full pay; an unlimited number are granted with part pay (the balance of per-diem pay after the deduction of 1/200 of Step 1 of the B.A. salary schedule).

YONKERS, N.Y.: 5 days of bereavement leave are granted; more may be allowed for necessary travel.

In the following systems, the total number of days of accumulated sick leave may be taken for bereavement leave.

CHATTANOOGA, TENN. (40 days)
NASHVILLE-DAVIDSON COUNTY, TENN. (unlimited)
SHELBY COUNTY, TENN. (40 days)

SPOKANE, WASH.: 5 days of bereavement leave may be taken from the emergency leave allotment. Additional time may be taken from sick leave when the employee is "physically unable to perform his duties."

c/ Leave due to illness in the immediate family (Column 4):

MT. DIABLO, CALIF.: 3 days of leave for illness in the immediate family are granted at full pay, less cost of substitute, for each such emergency, to an annual total of 6 days.

RICHMOND, CALIF.: 2 days of leave per year are granted for illness of husband, wife, or dependent child. For illness of other family member, 2 days of leave are granted with full pay, less cost of substitute.

SAN DIEGO, CALIF.: Leave for family illness may be taken only in cases of quarantine.

HAWAII: The first 2 days of leave for family illness are not charged to sick leave, the third allowable day is.

CADDO PARISH, LA.: 10 days of leave per year are allowed for illness and/or death in the immediate family.

CALCASIEU PARISH, LA.: 5 days of leave per year are allowed for illness and/or death in the immediate family.

PRINCE GEORGE'S COUNTY, MD.: Personal leave, for illness in the immediate family and other reasons, is granted after one year of service. The three days allowed for personal leave are deducted from sick leave.

BOSTON, MASS.: 20 days of leave with part pay are allowed for illness in the immediate family. The per-diem deduction taken is equal to 1/400 of the annual salary.

DETROIT, MICH. One day of sick leave may be taken for illness in the immediate family. More time, up to a maximum of 5 days, may be granted by a review committee.

Footnotes: (Continued)

c/ (Continued)

FLINT, MICH.: Up to 5 days of leave are allowed for illness and/or death in the immediate family, under the school system's "combined sick and emergency leave" policy.

ROCHESTER, N.Y.: 1/200 of Step 1 of the B.A. salary schedule is deducted for each day, up to 5, that the employee is absent due to illness in the immediate family.

CINCINNATI, OHIO: After 1 day of leave because of family illness, a physician's certificate is required.

CLEVELAND, OHIO: Leave, up to the extent of accumulated sick leave, may be taken for family illness.

In the following systems, the total number of days of accumulated sick leave may be taken due to illness in the immediate family.

CHATTANOOGA, TENN. (40 days)
NASHVILLE-DAVIDSON COUNTY, TENN. (unlimited)
SHELBY COUNTY, TENN. (40 days)

FORT WORTH, TEXAS: 15 days of leave for family illness may be taken, with full pay less cost of substitute.

HIGHLINE SCHOOL DISTRICT, WASH.: Leave for family illness is with full pay, less cost of substitute.

d/ Leave for jury duty (Column 5):

In the following systems, leave is granted as needed for jury duty. The amount of jury pay is deducted from the per-diem salary.

MOBILE, ALA.
GLENDALE, CALIF.
HAYWARD, CALIF.
PASADENA, CALIF.
SACRAMENTO, CALIF.
HARTFORD, CONN.
DE KALB COUNTY, GA.
ROCKFORD, ILL.
INDIANAPOLIS, IND.
SOUTH BEND, IND.
ANNE ARUNDEL COUNTY, MD.
BALTIMORE, MD.
PRINCE GEORGE'S COUNTY, MD.
DETROIT, MICH.
FLINT, MICH.
ST. LOUIS, MO.
NEW YORK, N. Y.
CINCINNATI, OHIO
PROVIDENCE, R. I.
COLUMBIA, S. C.
ARLINGTON COUNTY, VA.
HENRICO COUNTY, VA.
HIGHLINE SCHOOL DISTRICT, WASH.
TACOMA, WASH.

In the following systems, leave with full pay is granted as needed for jury duty. The employee turns in to the district the pay received for jury duty.

TUCSON, ARIZ.
OAKLAND, CALIF.
DENVER, COLO.
HAWAII
KANSAS CITY, MO.
OMAHA, NEBR.
PITTSBURGH, PA.
CHATTANOOGA, TENN.
FORT WORTH, TEXAS
LUBBOCK, TEXAS
SPOKANE, WASH.
MILWAUKEE, WIS.

WASHINGTON, D. C.: "Court leave," not deducted from any other leave, is granted for jury duty. If the employee serves on a jury outside the jurisdiction of the District of Columbia, he must collect jury fees and turn them in to the District government.

DADE COUNTY, FLA.: Teachers are usually exempt from jury duty; when exemption cannot be obtained, leave is granted with full pay less jury duty compensation.

ESCAMBIA COUNTY, FLA.: Teachers are usually exempt from jury duty; when exemption cannot be obtained, leave is granted with full pay and employee turns in jury fees to the school district.

Footnotes: (Continued)

d/ (Continued)

In the following two systems, jury duty is covered by a "temporary duty elsewhere" policy.

PINELLAS COUNTY, FLA.
VOLUSIA COUNTY, FLA.

WICHITA, KANS.: Teachers may serve on a jury if they so desire. However, there is a quota for each school and for the system as to the number of teachers on jury duty at any one time. The amount of jury duty pay is deducted from the employee's salary.

GREENSBORO, N.C.: Leave with full pay may be granted by the superintendent, for civic and community responsibility.

OKLAHOMA CITY, OKLA.: Teacher may choose pay as teacher or pay as juror, but not both.

NASHVILLE-DAVIDSON COUNTY, TENN.: 3 to 5 days of leave, with full pay less cost of substitute, are granted for jury duty.

NORFOLK, VA.: The type of leave granted for jury duty depends upon the length of time the employee serves as a juror.

SEATTLE, WASH.: Leave is granted for 10 days of jury duty. Employee turns in to the district the amount of jury duty pay received.

e/ Leave for answering a court summons (Column 6):

BIRMINGHAM, ALA.: Leave with full pay is granted as needed to answer a court summons when employee is not a litigant or personally involved.

GLENDALE, CALIF.: More than 1 day of court leave is allowed if the employee is on school business. Full pay, less court fees received, is granted if employee is not a litigant.

In the following systems, full pay less witness fee, is allowed for court leave, when employee is not a litigant.

HAYWARD, CALIF.
SAN BERNARDINO, CALIF.
STOCKTON, CALIF.
HARTFORD, CONN.
MINNEAPOLIS, MINN.
ROCHESTER, N.Y.
CINCINNATI, OHIO
PROVIDENCE, R. I.
HIGHLINE SCHOOL DISTRICT, WASH.
SEATTLE, WASH.

In the following two systems, leave with full pay is allowed for court leave, if the employee is not a litigant.

LONG BEACH, CALIF.
PASADENA, CALIF.

OAKLAND, CALIF.: Leave with full pay is granted to answer a court summons, when the employee is not a litigant. The witness fee must be turned in to the school district.

RICHMOND, CALIF.: Leave is granted to answer a court summons, with full pay less the amount of witness fee. If the employee is appearing in his own case, the salary of a substitute is also deducted.

In the following systems, no pay is granted for court leave unless the employee is on school business or has been subpoenaed.

RIVERSIDE, CALIF.
SAN DIEGO, CALIF.
BOSTON, MASS.

Footnotes: (Continued)

e/ (Continued)

In the following two systems, the employee must be subpoenaed in order to receive leave with full pay.

SAN FRANCISCO, CALIF.
ST. PAUL, MINN.

SAN JUAN, CALIF.: The employee must be subpoenaed, not a litigant or a voluntary witness, to receive leave with full pay for a court appearance.

In the following two systems, leave is granted to answer a court summons if the case concerns the school district.

TORRANCE, CALIF.
GARY, IND.

In the following school systems, the subpoenaed employee receives full pay and turns over any witness fee to the school district.

DENVER, COLO.
PITTSBURGH, PA.
CHATTANOOGA, TENN.
MILWAUKEE, WIS.

WASHINGTON, D. C.: "Court leave" with pay is granted if the employee is a witness for the government, or if testifying in an official capacity in private litigation. Any witness fees are turned in to the government. If the employee is appearing as a private party, he must use personal leave or leave without pay, and may keep any witness fees received.

BREVARD COUNTY, FLA.: If the employee is not a litigant, a court appearance is considered "temporary duty elsewhere."

DADE COUNTY, FLA.: Leave without pay is granted for a court summons, if for a minor offense; the employee is suspended temporarily if the summons is for a major offense.

In the following two systems, a court appearance is considered "temporary duty elsewhere."

PINELLAS COUNTY, FLA.
VOLUSIA COUNTY, FLA.

HAWAII: Leave with full pay is granted for leave to answer a court summons; the witness fee is turned in to the school system.

In the following systems, full pay, less amount of witness fee, is granted when employee is absent because of court appearance.

ROCKFORD, ILL.
ANNE ARUNDEL COUNTY, MD.
FLINT, MICH.
ST. LOUIS, MO.

ORLEANS PARISH, LA.: Court leave is charged to sick leave, unless it is related to school business.

BALTIMORE, MD.: If an employee is appearing in court as a state's witness he receives leave with full pay, less amount of witness fee. If he is appearing in a personal case he must take leave without pay.

PRINCE GEORGE'S COUNTY, MD.: Personal leave, for court appearance and other reasons, is granted after one year of service. The 3 days allowed for personal leave are deducted from sick leave.

KANSAS CITY, MO.: 2 days of leave are allowed to answer a court summons. The leave is charged to sick leave if the employee's appearance is in his own behalf. Leave is not charged if appearance is on the behalf of another.

Footnotes: (Continued)

e/ (Continued)

GREENSBORO, N. C.: Leave with full pay may be granted by the superintendent for civic and community responsibility.

NASHVILLE-DAVIDSON COUNTY, TENN.: If the employee is not a plaintiff, no deduction is made for court leave. If he is a plaintiff he receives full pay, less cost of substitute.

FORT WORTH, TEXAS: If the employee is not responsible for the court case, leave with full pay is allowed.

HENRICO COUNTY, VA.: Leave to answer a court summons is granted at the discretion of the superintendent and according to the nature of the summons.

RICHMOND, VA.: If subpoenaed, the employee receives leave with full pay; otherwise "personal business leave" must be used.

SPOKANE, WASH.: 5 days of leave are granted, upon the approval of the superintendent, if the employee is subpoenaed.

f/ Leave for visiting other schools (Column 7):

JEFFERSON COUNTY, ALA.: Leave is given for visiting other schools, but no substitute may be hired.

BREVARD COUNTY, FLA.: 1 day of professional leave may be taken to visit other schools.

DADE COUNTY, FLA.: Visiting other schools is considered to be "temporary duty elsewhere," for which full pay is given and no leave charged.

VOLUSIA COUNTY, FLA.: 1 day of "temporary duty elsewhere" may be used for visiting other schools.

MUSCOGEE COUNTY, GA.: "Professional leave" covers visiting other schools.

LINCOLN, NEBR.: If a fee is received for visiting other schools, this fee must be turned in to the school district.

GREENSBORO, N. C.: Leave with full pay may be granted for professional reasons.

CINCINNATI, OHIO: 2 days of leave to visit other schools are granted to regular teachers; 3 days are granted to beginning teachers.

g/ Leave for professional organization work (Column 8):

JEFFERSON COUNTY, ALA.: Leave is granted for professional organization work, but no substitute may be hired.

MOBILE, ALA.: Leave for professional organization work is granted only to officers and delegates of the organizations.

In the following two systems, professional leave, as needed, is granted for professional organization work.

BREVARD COUNTY, FLA.
MUSCOGEE COUNTY, GA.

Footnotes: (Continued)

g/ (Continued)

In the following systems, professional organization work is considered to be "temporary duty elsewhere," for which full pay is given and no leave charged.

DADE COUNTY, FLA.
PINELLAS COUNTY, FLA.
VOLUSIA COUNTY, FLA.

LINCOLN, NEBR.: If a fee is received for professional organization work, this fee must be turned in to the school district.

GREENSBORO, N. C.: Leave with full pay, as needed, may be granted for professional reasons.

PROVIDENCE, R. I.: The 5 days given are for professional organization work and attending professional meetings combined. Additional days for either purpose may be granted by the board.

NASHVILLE-DAVIDSON COUNTY, TENN.: Leave for professional organization work is considered as leave for personal business; 3 to 5 days of personal business leave are granted, with full pay less cost of substitute.

h/ Leave for attending professional meetings (Column 9):

JEFFERSON COUNTY, ALA.: Leave is given for attending professional meetings, but no substitute may be hired.

In the following two systems, professional leave, as needed, is granted for attending professional meetings.

BREVARD COUNTY, FLA.
MUSCOGEE COUNTY, GA.

In the following systems, attending professional meetings is considered to be "temporary duty elsewhere," for which full pay is given and no leave charged.

DADE COUNTY, FLA.
PINELLAS COUNTY, FLA.
VOLUSIA COUNTY, FLA.

WICHITA, KANS.: 2 days of leave for attendance at professional meetings are generally given; more may be granted on an individual basis.

DETROIT, MICH.: Attendance at professional meetings is allowed when employee is participating as a speaker, consultant, etc.

FLINT, MICH.: Attendance at professional meetings is allowed if the employee is representing the school system.

LINCOLN, NEBR.: If a fee is received for participation in professional meetings, this fee must be turned in to the school district.

GREENSBORO, N. C.: Leave with full pay, as needed, may be granted for professional reasons.

PROVIDENCE, R. I.: The 5 days of leave given are for attending professional meetings and professional organization work combined. Additional days for either purpose may be granted by the board.

AMARILLO, TEXAS: If an employee is not sent to a professional meeting by the school system, he may go by paying his substitute.

FORT WORTH, TEXAS: Leave is granted for attendance at professional meetings, if the employee is a delegate.

Footnotes: (Continued)

i/ Leave for religious holidays (Column 10):

In the following two systems, leave, as needed, with full pay less cost of substitute, is granted for religious holidays.

MOBILE, ALA.
RICHMOND COUNTY, GA.

In the following two systems, 2 days of leave with full pay less cost of substitute are granted for religious holidays.

TUSCON, ARIZ.
HAYWARD, CALIF.

GLENDALE, CALIF.: Leave is granted only for the time needed to attend religious services.

ROCHESTER, N. Y.: 2 days of leave for religious holidays are granted at full pay; 3 more days are granted at part pay (the balance of the per-diem salary after the deduction of 1/200 of step 1 of the B. A. salary schedule).

PROVIDENCE, R. I.: 2 days of leave per month, with part pay, may be taken for "reasons other than personal illness." The reasons listed include religious observances.

ARLINGTON COUNTY, VA.: During the first year that an individual is employed by the school system, leave for religious holidays is without pay. After the first year, it is chargeable to sick leave.

j/ Leave for military reserve duty (Column 11):

In the following systems, ten-month employees are expected to arrange military reserve duty during periods when school is not in session.

BIRMINGHAM, ALA.
SAN DIEGO, CALIF.
BALTIMORE COUNTY, MD.
ARLINGTON COUNTY, VA.
NORFOLK, VA.

RICHMOND, CALIF.: 30 days of military service leave are granted after employee has been with the system for one year.

DENVER, COLO.: When on military reserve duty, the employee receives full pay and keeps military pay as well.

In the following systems, the amount of pay given for military reserve duty leave is full pay, less the amount of military reserve pay.

PUEBLO, COLO.
DETROIT, MICH.
ST. LOUIS, MO.
NASHVILLE-DAVIDSON COUNTY, TENN.
HENRICO COUNTY, VA.

OKLAHOMA CITY, OKLA.: A teacher on military leave may choose between military pay or teaching salary, but not both.

SEATTLE, WASH.: Leave for military duty is reviewed by the welfare committee.

MILWAUKEE, WIS.: Leave with full pay is granted; military pay is turned in to the school district.

Footnotes: (Continued)

k/ Leave for other reasons (Column 12):

HAYWARD, CALIF.: "Administrative approved leave" is granted by the superintendent to cover causes not in the regular leave policy. Full pay, less cost of substitute is granted.

MT. DIABLO, CALIF.: 1 day of leave with pay is granted for paternity; leave for participation in work groups is granted with full pay less cost of substitute.

SACRAMENTO, CALIF.: Leave with pay is granted for imminent death in the family (3 days), for quarantine (as needed), and for paternity (1 day).

SAN DIEGO, CALIF.: Leave with pay is granted for paternity (1 day), and for taking a military preinduction examination.

DENVER, COLO.: 1 day of leave with full pay and 4 days with part pay may be taken for reasons such as the following: conference with own child's teacher, unforseen emergency, legal matters, buying a house.

PUEBLO, COLO.: 1 day of leave with pay may be taken for paternity; 2 days of sick leave may be taken to report for a selective service physical examination.

WASHINGTON, D. C.: 3 days of cumulative sick leave may be taken in any school year, for any purpose. This is not granted near the beginning or end of the year, or near holidays, except in an emergency.

ESCAMBIA COUNTY, FLA.: 2 days may be taken from sick leave for "emergencies."

PINELLAS COUNTY, FLA.: State law requires 196 duty days for teachers, 180 days in session for pupils. For attendance at college, teachers may be granted professional leave with pay for the days before and after the regular school year for pupils.

SOUTH BEND, IND.: Leave with pay is granted as needed, for absence due to emergency conditions.

KANSAS CITY, KANS.: 5 days of personal leave are granted for absence due to "special emergencies."

CALCASIEU PARISH, LA.: 3 days of sick leave may be taken for absence due to the employee's own marriage; 1 day may be taken from sick leave for the marriage of a member of the employee's immediate family.

BOSTON, MASS.: Leave with full pay may be taken to receive college degree (1 day), to attend the graduation of a family member (1 day), to attend the ordination of a family member (1 day). One day of leave may be taken to attend a funeral; the salary arrangements depend upon the circumstances.

FLINT, MICH.: 1 day of leave may be taken for emergencies such as fire, flood, or tornado.

MINNEAPOLIS, MINN.: Leave with pay may be taken because of quarantine in the home (7 days), or paternity (1 day).

ST. PAUL, MINN.: Leave with pay may be taken for quarantine in the home (10 days), or death of a relative not in the immediate family (1 day).

ST. LOUIS, MO.: One-half day of leave with pay may be taken to receive a college degree.

LINCOLN, NEBR.: Leave with pay may be taken when employee serves as a pallbearer.

ALBUQUERQUE, N. MEX.: Emergency leave with part pay may be taken for the death of a relative not in the immediate family (5 days), and for paternity (5 days).

BUFFALO, N. Y.: Leave with full pay may be taken for funerals (1 day), to receive a college degree (1 day). One day of leave with part pay may be taken to attend the graduation of a family member.

Footnotes: (Continued)

k/ (Continued)

ROCHESTER, N. Y.: 2 days of leave with pay may be taken for emergencies.

YONKERS, N. Y.: 2 days of leave with pay may be taken to attend the graduation of a son or daughter.

AKRON, OHIO: 2 days of sick leave may be taken for the death of a relative not in the immediate family.

PROVIDENCE, R. I.: Leave "for reasons other than personal illness" may be taken to attend funerals of persons outside the immediate family, to attend weddings, to attend graduation exercises other than own, for own marriage, and "for any other reason judged to be related more to the teacher's work than to personal interests." This leave is granted with one-half pay for a period not to exceed two days in any payroll month.

MEMPHIS, TENN.: 3 days of leave with part pay are granted for the death of a relative not in the immediate family.

EL PASO, TEXAS: 3 days of sick leave may be used for moving, funerals, wedding or graduation of a family member, unavoidable situations, enrollment of a child in college, or pre-induction physical examination.

GRANITE DISTRICT, UTAH: 1 day of leave with pay may be taken for the marriage of the employee or his child.

SEATTLE, WASH.: 1 day of leave with pay may be taken for attendance at a committee of the legislature. Leave for "emergencies" may be granted; each case is reviewed by the welfare committee.

RACINE, WIS.: 1 day of leave with pay is granted for paternity.

The Educational Research Service reports on--

LEAVES OF ABSENCE FOR CLASSROOM TEACHERS

The following five ERS Circulars report the results of a survey of leaves of absence for classroom teachers, as provided in local board policies effective in 1965-66:

- Sabbatical Leave Provisions for Classroom Teachers in Larger School Systems. ERS Circular No. 8, 1965. 26 p. $1.
- Extended Leaves of Absence for Classroom Teachers. ERS Circular No. 2, 1966. 8 p. 75¢.
- Maternity Leave Provisions for Classroom Teachers in Larger School Systems. ERS Circular No. 3, 1966. 24 p. $1.
- Short Leaves of Absence for Classroom Teachers in Larger School Systems. ERS Circular No. 4, 1966. 31 p. $1.
- Sick Leave Provisions for Classroom Teachers in Larger School Systems. ERS Circular No. 5, 1966. $1. (Available in May 1966)

One copy of each Circular is sent automatically to ERS subscribers. Additional copies are available to subscribers at a special discount. Nonsubscribers may purchase single copies at the prices shown above, with the regular NEA discount for quantity orders. Information on discounts is given in the box on the last page of this Circular. Circulars should be ordered from: EDUCATIONAL RESEARCH SERVICE, 1201 Sixteenth Street, Northwest, Washington, D. C. 20036.

SHORT LEAVES OF ABSENCE

1. Are classroom teachers granted brief leaves of absence with pay for any of the reasons listed below?

   Instructions: If any of the leaves listed below are chargeable to sick leave, please place an "S" in parenthesis next to the figure you report for the number of days allowed. (For example, "Death in immediate family - 3(S).")

   If there is a broad category, such as "personal" leave, which covers a combination of the circumstances listed below, please report under each of the circumstances the total number of days chargeable to this category and place a "P" next to each of the figures. (For example, if there is an allowance of six days with full pay for "personal" leave, which may be used for personal business, court summons, and religious holidays--then put "6(P)" in the first column for each one of these three circumstances.)

	Number of days per year with full pay	Number of days per year with part pay	Other pay arrangement (please explain)
Personal business			
Death in immediate family			
Illness in immediate family			
Jury duty			
Court summons			
Visiting other schools			
Professional organization work			
Attendance at professional meetings			
Religious holidays falling during regular school sessions			
Military reserve duty			
Other (please list)			

2. Do the above policies apply to: All PROFESSIONAL employees? Yes _____ No _____

   NONCERTIFICATED employees? Yes _____ No _____

3. Please enclose copies of your policies regarding short leaves.

QUESTIONNAIRE FORM

The Educational Research Service, operated by the American Association of School Administrators and the Research Division of the National Education Association, is a comprehensive subscription service which offers assistance in problems of school administration. In addition to many research studies and other reports, which are included in packets mailed approximately once a month, subscribers receive prompt replies to requests for information in specific areas.

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